

**TEMPORARY CAMPUS SIGNAGE REQUEST FORM****\*\*REQUESTS WILL NOT BE PROCESSED IF [USFBRAND@USF.EDU](mailto:USFBRAND@USF.EDU) APPROVAL E-MAIL IS NOT ATTACHED\*\***

EXCEPT AS OTHERWISE PERMITTED BY THE UNIVERSITY'S POLICY, ALL TEMPORARY CAMPUS SIGNAGE MUST COMPLY WITH THE FOLLOWING:

- ✓ A MINIMUM OF TEN (10) BUSINESS DAYS IS REQUIRED TO PROCESS A REQUEST ONCE RECEIVED BY FACILITIES
- ✓ THE REQUESTOR MUST ATTACH APPROVAL E-MAIL FROM UNIVERSITY COMMUNICATIONS AND MARKETING
- ✓ THE REQUESTOR MUST ATTACH A SAMPLE OF THE SIGN TO THIS FORM (SPONSOR'S NAME MUST BE PRINTED ON SIGNAGE)
- ✓ THE PROPOSED SIGN LOCATION(S) MUST BE INDICATED BY THE REQUESTOR ON THE PROVIDED CAMPUS MAP
- ✓ TEMPORARY CAMPUS SIGNAGE REQUEST FORM MUST BE SIGNED BY A USF ENTITY/SPONSOR (E.G., COLLEGE, DEPARTMENT, REGISTERED STUDENT ORGANIZATION, DIRECT SUPPORT ORGANIZATION)
- ✓ SIGNAGE MUST BE DISPLAYED WITH OFFICIAL APPROVAL STICKER VISIBLE ON THE CORNER OF EACH POSTED SIGN
- ✓ THE REQUESTOR IS RESPONSIBLE FOR REMOVING SIGNAGE AFTER THE APPROVED TIMEFRAME

**A. CONTACT INFORMATION**

COLLEGE/DEPARTMENT/REGISTERED STUDENT ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

USF EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**B. RESERVED ACTIVITY INFORMATION**

NAME OF ACTIVITY BEING ADVERTISED: \_\_\_\_\_

LOCATION OF ACTIVITY: \_\_\_\_\_ DATE OF ACTIVITY: \_\_\_\_\_

**C. SIGN INFORMATION**

REQUEST DATES FOR SIGN(S) TO BE POSTED (2 WEEK MAXIMUM): \_\_\_\_\_ TO \_\_\_\_\_

TOTAL NUMBER OF SIGN(S) REQUESTED TO BE POSTED: \_\_\_\_\_

SIGN LOCATION(S): \_\_\_\_\_

TYPE OF SIGN (CHECK ALL THAT APPLY): ☐ A-FRAME ☐ REAL ESTATE SIGNS ☐ FLYER ☐ BANNER

HEIGHT: \_\_\_\_\_ WIDTH: \_\_\_\_\_

WILL ALL SIGNS BE IDENTICAL: ☐ YES ☐ NO IF NO, PLEASE ATTACH A SEPARATE PAGE WITH A SAMPLE OF EACH SIGN.

ADDITIONAL INFORMATION (IF NEEDED): \_\_\_\_\_

**D. ACKNOWLEDGEMENT**

I ACKNOWLEDGE THAT I HAVE REVIEWED AND COMPLY WITH USF POLICIES 6-028 AND 0-215. I UNDERSTAND THE FINAL APPROVAL IS SUBJECT TO DESIGN/CONTENT APPROVAL FROM BRAND@USF.EDU, RESERVED ACTIVITY APPROVAL, AND OTHER CAMPUS REGULATIONS.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**EMAIL COMPLETED FORM TO: [FM-ServiceCenter@usf.edu](mailto:FM-ServiceCenter@usf.edu) FOR INFORMATION CALL: **813-974-2750****